



GSA National Capital Region

June 23, 2016

MEMORANDUM FOR: PBS Office of Acquisition Management (PGQ)

General Services Administration  
1800 F Street  
Washington, DC 20407

FROM: LaToya Coates  
Contracting Officer

SUBJECT: Designation of Contract Administrative Office (CAO) Functions  
for Contract No. GS-11P-14-YT-D-0320 / GS-11-P-15-YT-7001  
for Operations & Maintenance and Elevator Services

Your office is hereby designated as Contract Administration Office for the subject contract(s). In this capacity your office is responsible for ensuring that the incremental funding is obligated in accordance with the schedule contained in the contract for the term of the contract.

The performance period of the contract is April 1, 2016 through July 31, 2016, with the possibility of no *options remaining*.

Your office is to assign an Administrative Contracting Officer (ACO) with the appropriate warrant authority and provide the name of the individual to my attention.

The assigned ACO is delegated the authority to take the following actions:

- a. To be thoroughly familiar with the incremental obligation/funding schedule of the contract and all subsequent changes to the schedule;
- b. To timely respond to the daily funds certification request report and to provide the timely approval of the scheduled obligation for all contracts identified in the daily funds certification report;
- c. To certify, to the Office of the Chief Financial Officer (OCFO), that the contracts in the daily reports should be obligated in the amounts specified in the contracts schedules;
- d. Establish liaison between the OCFO and the CO on all financial matters pertaining to the schedule.
- e. To forward a cc of the daily report email, approving the obligation, to the COs so that they can have for their contract file.
- f. To notify the contractor, by email, of the availability of incremental funds, in accordance with the Limitation of Government's Obligation Clause.

**U.S. General Services Administration**  
301 7th St SW Room: 7919  
Washington, DC 20407-0001  
[www.gsa.gov](http://www.gsa.gov)



**GSA National Capital Region**

The contracting officer is not authorized to take any other actions on this contract(s) which includes but are not limited to:

- a. The ACO is not authorized to make any agreements or commitments or to sign a contract modification thereto, which involves price, quantity, and quality or performance time.
- b. The ACO is not authorized to issue any Final Decisions under the Disputes Clause.
- c. The ACO is not authorized to terminate the contract under the Termination for Default Clauses.

OAM may request to re-delegate contract administration by submitting a request for a modification as long as all the conditions stated in this memorandum remain in force.

If you have any questions, please contact me at (202) 690-9498.

Sincerely,

(b) (6)

LaToya Coates  
Contracting Officer

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE 1 OF 5 PAGES	
2. AMENDMENT/MODIFICATION NO. PO05		3. EFFECTIVE DATE 4/1/2016		4. REQUISITION/PURCHASE REQ. NO. EQPCBB-15-5007		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		WPHCB		7. ADMINISTERED BY (If other than Item 6) CODE		WPHCB	
OFFICE OF ACQUISITION, EAST O&M CONTRACTS BRANCH - NCR 300 7TH & D STREET SW WASHINGTON, DC 20407 United States				OFFICE OF ACQUISITION, EAST O&M CONTRACTS BRANCH - NCR 300 7TH & D STREET SW WASHINGTON, DC 20407 United States			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  TRADEMASTERS SERVICE, INC. 7208 LOCKPORT PLACE LORTON, VA 22079 VA USA DUNS: 834434649 Cage Code:				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-11P-14-YT-D-0320	
				(X)		10B. DATED (SEE ITEM 13)  1/7/2015	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$3,229,510.00							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) 52.217-8 Option to Extend Services and 52.243-1 Changes -- Alternate I Changes						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  Contract No. GS-11P-14-YT-D-0320 / GS-11-P-15-YT-D-7001 to provide Operation and Maintenance Services and Elevator Services is hereby modified as follows: 1) Correct the DESCRIPTION OF AMENDMENT/MODIFICATION in modification PS03 (see Attachment I); 2) Correct modification PS03 Schedule J (see Attachment II); 3) Reconcile the procurement and financial database systems. The contract value is being corrected in the procurement system (EASi) to reflect the amount obligated in the financial system (Pegasys) in the amount of \$3,229,510.00; 4) Confirm the NTP issued on 3/31/16 to extend the period of performance from April 1, 2016 to July 31, 2016; and 5) To Incorporate the Limitation of Government Obligation clause. Note: The certification of funding reflects only one (1) month (4/1/16 to 4/30/16) of funding in the amount of \$367,340.00. The remaining three (3) months, (\$1,102,020.00) are subject to the							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)  David S. Kyle, General Manager				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  LaToya Coates, Contract Officer			
15B. CONTRACTOR/OFFEROR  (b) (6) (Signature of person authorized to sign)		15C. DATE SIGNED  06/23/2016		16B. UNITED STATES OF AMERICA  (b) (6) (Signature of Contracting Officer)		16C. DATE SIGNED  6/23/16	

## SF30 List of Accounting Strings

Accounting String

Amount Obligated

(b)	(4)
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## Description of Amendment/Modification

Contract No. GS-11P-14-YT-D-0320 / GS-11-P-15-YT-D-7001 to provide Operation and Maintenance Services and Elevator Services is hereby modified as follows: 1) Correct the DESCRIPTION OF AMENDMENT/MODIFICATION in modification PS03 (see Attachment I); 2) Correct modification PS03 Schedule J (see Attachment II); 3) Reconcile the procurement and financial database systems. The contract value is being corrected in the procurement system (EASi) to reflect the amount obligated in the financial system (Pegasys) in the amount of \$3,229,510.00; 4) Confirm the NTP issued on 3/31/16 to extend the period of performance from April 1, 2016 to July 31, 2016; and 5) To Incorporate the Limitation of Government Obligation clause. Note: The certification of funding reflects only one (1) month (4/1/16 to 4/30/16) of funding in the amount of \$367,340.00. The remaining three (3) months, (\$1,102,020.00) are subject to the Limitation of Government Obligation clause and will be funded in one (1) month increments. The value of this modification is \$367,340.00. The total contract price is increased by \$367,340.00 to \$4,331,530.00. NOTE: The value of this modification is increased by \$367,340.00 to \$4,331,530.00. The Modification Obligation Amount of \$3,229,510.00, in No. 12, ACCOUNTING AND APPROPRIATION DATA, only reflects the total obligation amount per modification PC02, to bring the contract value to its current amount of \$4,331,530.00 in the procurement system. No additional new monies are being obligated. The Period of Performance end date is July 31, 2016. All other terms and conditions remain unchanged. Please contact Saheed Osoba at (202) 997-9537 or saheed.osoba@gsa.gov with questions.

### Award Detail Changes

Changed Effective Date from 1/31/2016 to 6/15/2016

Changed PoP End Date from 3/31/2016 to 7/31/2016

Changed Base and All Options Value from \$6,393,374.00 to \$8,478,589.00

### PR Associations

Associated PR EQPCBB-15-5007-M0004

### Line Item Changes

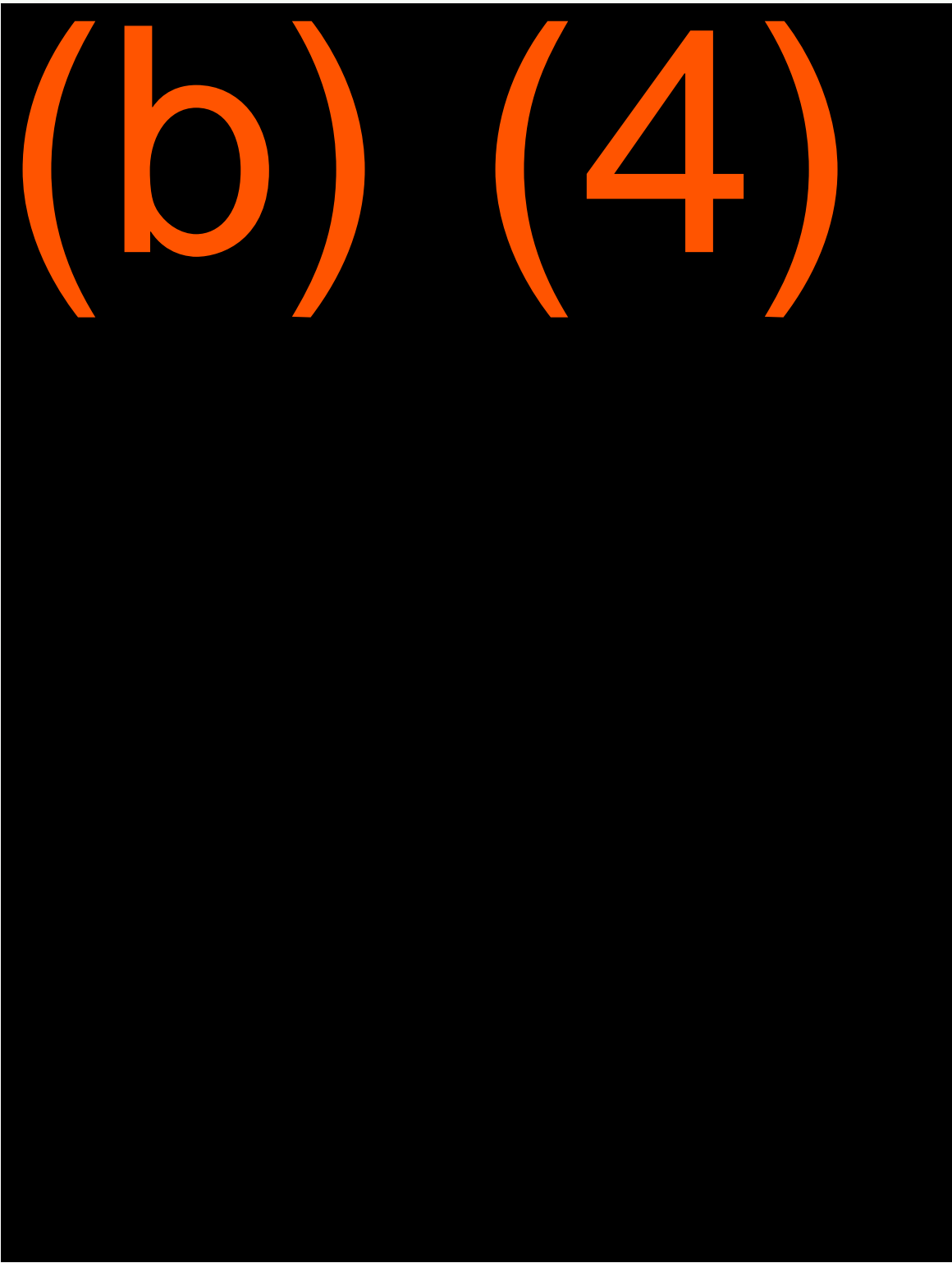
(b) (4)

(b) (4)

Funding Changes

(b) (4)

(b) (4)



## Attachment I

### **No. 14, DESCRIPTION OF AMENDMENT/MODIFICATION, under AMENDMENT/MODIFICATION PS03, CORRECTED FROM:**

Contract GS-11-P-15-YT-D-7001 - GS-11P-14-YT-D-0320 is hereby modified to insert FAR clause 52.217-8; Option to Extend Services (NOV 1999). In follow-up to the Notice-To-Proceed issued, the Government requires continued performance of these services through March 31, 2016 and is adding funding in the amount of \$734,680.00 to cover the extended period of performance. \$621,352.00 is for the O&M extensions of buildings DC0010ZZ, DC0033ZZ, and DC0034ZZ. \$113,328.00 is for elevator services for buildings DC0010ZZ, DC0033ZZ, and DC0034ZZ. Base Contract: \$1,579,512.00. PA01: \$0.00. PC02: \$1,649,998.00. PS03: \$734,680.00. TOTAL CONTRACT AMOUNT: \$3,964,190.00. All other terms and conditions remain the same. LIMITATION OF GOVERNMENT'S OBLIGATION (a) Contract line item(s) 0001, 0002, 2013, 2014, 2015, and 2016 are incrementally funded. For this extension, the sum of \$734,680.00 of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in Paragraph (J) of this clause. (b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled Termination for Convenience of the Government. As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s). (c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor shall be notified that funding is available by email (as annotated on the award document) to the contractor 15 days prior to the incremental funding dates as outlined in Paragraph J. Notice of funding will also be provided via a website (<https://finance3.gsa.gov>). If after such notification additional funds have not been allotted prior to the expiration date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled Termination for Convenience of the Government. (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor agrees to continue performance in accordance with the contract. The provisions of paragraph (b) and (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date. (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below in Paragraph J, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled Disputes. (f) The



Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause. (g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled Default. The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause. (h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled Termination for Convenience of the Government. (i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. Â§1342. (j) The parties contemplate that the Government will allot funds to this contract in increments from the date of award in accordance with the following schedule: On execution of modification \$734,680.00 April 1, 2016 \$367,340.00 May 1, 2016 \$367,340.00 June 1, 2016 \$367,340.00 July 1, 2016 \$367,340.00.

**No. 14, DESCRIPTION OF AMENDMENT/MODIFICATION, under  
AMENDMENT/MODIFICATION PS03, CORRECTED TO:**

Contract No. GS-11P-14-YT-D-0320 / GS-11-P-15-YT-D-7001 for Operation and Maintenance Services and Elevator Services is hereby modified as follows:

- 1) Confirm NTP issued on 1/29/16 to extend the period of performance from February 1, 2016 to March 31, 2016; and
- 2) To Incorporate the Limitation of Government Obligation clause. Note: The certification of funding reflects only one (1) month (2/1/16 to 3/31/16) of funding in the amount of \$367,340.00. The remaining one (1) month, (\$367,340.00) is subject to the Limitation of Government Obligation clause and will be funded in one (1) month increments.

The value of this modification is \$367,340.00. The total contract price is increased by \$367,340.00 to \$3,596,350.00.

All other terms and conditions remain unchanged.

## Attachment II

### **CLAUSE: Limitation of Government's Obligation.**

As prescribed, use the following clause:

#### LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Contract line item 3001, and 3002 is incrementally funded. The sum of \$367,340.00 is presently available for payment and allotted to this contract. An allotment schedule is contained in Paragraph (J) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor shall be notified that funding is available by email (as annotated on the award document) to the contractor 15 days prior to the incremental funding dates as outlined in Paragraph J. Notice of funding will also be provided via a website (<https://finance3.gsa.gov>). If after such notification additional funds are not allotted prior to the expiration date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor agrees to continue performance in accordance with the contract. The provisions of paragraphs (b) and (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below in Paragraph J, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and



allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. § 1342.

(j) The parties contemplate that the Government will allot funds to this contract in increments from the date of award in accordance with the following schedule:

On execution of contract	\$367,340.00
March 1, 2016	\$367,340.00

**CLAUSE: Limitation of Government's Obligation.**

As prescribed, use the following clause:

**LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Contract line item 4001, 4002, 4003, 4004, 4005 and 4006 is incrementally funded. The sum of \$367,340.00 is presently available for payment and allotted to this contract. An allotment schedule is contained in Paragraph (J) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor shall be notified that funding is available by email (as annotated on the award document) to the contractor 15 days prior to the incremental funding dates as outlined in Paragraph J. Notice of funding will also be provided via a website (<https://finance3.gsa.gov>). If after such notification additional funds are not allotted prior to the expiration date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor agrees to continue performance in accordance with the contract. The provisions of paragraphs (b) and (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below in Paragraph J, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or



obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. § 1342.

(j) The parties contemplate that the Government will allot funds to this contract in increments from the date of award in accordance with the following schedule:

On execution of contract	\$367,340.00
May 1, 2016	\$367,340.00
June 1, 2016	\$367,340.00
July 1, 2016	\$367,340.00